

**Village of New Berlin  
Board Meeting  
Nov 12, 2024  
6:30 PM**

**Call to Order  
6:30 PM**

**Pledge to Flag  
6:32 PM**

**Roll Call  
Mayor Peter Lennon  
Trustee Maryellen Canuel  
Trustee James Crawford**

**Absent:  
Deputy Mayor David Smith  
Trustee Joshua Burchill**

**Attendance:  
DPW Supervisor Jared Kline  
CD Loan Committee Chairperson Anthony Canuel  
EMS Administrator Dale Barton  
EMS Administrator Richard Baker  
Fire Department Chief Don Anderson  
Brian J. Skidmore Senior Managing Engineer with Barton & Loguidice**

**Approval of Prior Minutes: October 2024**

<b>Public Concerns and Visitors</b>	None
<b>Fire Department Report</b>	<p>Fire Chief Don Anderson Reported there were 7 calls for the month of October totaling 96 for the year- 4 were within Village limits, 1-Town of Columbus, 1-Town of New Berlin, and 1- mutual aid given, no mutual aid received for the month. (see attached report)</p> <p>The Fire Department's Harvest dinner went well with 776 meals disbursed, still waiting on total profit but it was a good turnout. The department did not receive the State Grant they had applied for.</p> <p>Engine 255 was taken to Moore's Tire in Pittsfield for a cracked rim. They did the repair work for nothing but while they had the tire off it was noticed that most of them had cracks. Tires will be repaired, mounted &amp; balanced for \$300/each just need to get Engine over to shop to receive repairs.</p> <p>The Fire Department has put in for a 50/50 DEC grant, possibly using <u>for</u> the cost of uniforms, boots, and such as the departments 50%.</p> <p>Teds did not mail an invoice so will have to pay from original invoice for the repairs on Engine 256. Engine 251 will not get in the shop for repairs until late spring/early summer due to sandblasting needed.</p> <p>Mayor Peter Lennon questions the specifics of a burn ban that is in effect.</p> <p>Fire Chief Anderson informed that a statewide ban was put in place today (11/12) until further notice. Sullivan County is looking for help with fighting these fires but requires a crew of 4-5 for 3 days. A few other local Fire Departments are sending help.</p>
<b>EMS Report</b>	<p>Interim EMS Administrator Dale Barton reported the department had 38 calls for the month, 20 billable transports totaling 355 for year with 190 of those being transports (see attached report). He advised there will be administrative changes that will be discussed further into the meeting with discussions of Richard Baker with Dale Barton's endorsement taking over this responsibility.</p> <p>Mayor Lennon gives background on Rick Baker stating he joined as BLS last October, lives just south of South New Berlin and has jumped in with both feet pursuing his paramedic certification, learning the administrative side of the department as well. Both Dale Barton &amp; Peter Lennon think Rick is the future, in addition Richard Baker has done a lot of preliminary recruiting that will be beneficial to the department once a few policy changes are discussed and take effect. This administrative change will lead the way to having a clear chain of command &amp; a hierarchy within the department. Rick is currently hired within a non-competitive clerk position for a 3-month probationary appointment; The County is going to discuss options with the State, so this position may not have to change to a competitive position after the 3 months period.</p> <p>There has been a dip in numbers partially because of staffing issues. With new team members being hired &amp; the staff back to normal this should level out. The Village is past the 1-year point, where there has not been a called missed due to ambulance maintenance.</p>
<b>DPW Report</b>	<p>DPW Supervisor Jared Kline reported that the departments 2010 dump truck has been blowing fuses &amp; throwing codes. It was taken to the Ford Dealership to be checked. The part that they found in need of replacement will be on backorder for 2 weeks. The department's white truck will need to be brought to the dealership for electronic updates. They have been sucking leaves, street sweeping, trimming trees in preparation for winter, have poured the last sidewalk for the year and did the</p>

	<p>final mowing on all the Village properties. Final maintenance on the mowers will be done before they are put up for the winter. There has been a call put into State DOT because catch basins are getting full, they plan on being in the Village with their suck all truck.</p> <p>While performing the setting back of the clock during the time change it was noticed that a face on the clock glass in the tower had been cracked. Trustee James Crawford suggests they reach out to CK Auto Glass to look over, for repairs with Mayor Lennon adding the possibility of Norwich Glass. The insurance company has been notified and they are awaiting a quote for repairs. There is a \$1000 deductible with expendable monies set aside for the clocktower which may be available to cover this. The Chips reimbursement is just awaiting an invoice for the stone. The Village DPW has been helping the Town of New Berlin with hydrants.</p>
<b>Enforcement Officer Report</b>	Enforcement Officer, Scott Church, not present to give report
<b>Grant Status</b>	<p><b><u>Drinking Water Infrastructure Funding (Loan and Grant) Update) Barton &amp; Loguidice:</u></b>  Brian Skidmore the Senior Managing Engineer with Barton &amp; Loguidice reported that the water project is well on its way. The survey crew has been in the village working. An environmental scientist will be scheduled to do a wetlands and endangered species assessment. As for the short-term funding, the crux of the conversation will be that the Village needs a short-term Bond Anticipation Note (BAN) to cover expenses over the next 6 months +/- while working toward closing on the EFC funding. Once the EFC funding closes, the belief is the Village will be able to access half of the \$5M BIL grant, which can be used to pay off the BAN and will be enough to cover all expenses until invoices for construction start coming in during 2026. He provided a snapshot of the preliminary design phase with internal tasks via email (see attached).</p> <p>Mayor Lennon questions when the Village will have a chance to weigh in on techniques &amp; materials used. Brian advises that when the systems are laid out, estimates for varying materials will be presented and put out to bid using the Rural Development Laws. Trustee Canuel questions when the first payment will have to be made by the Village. Mr. Skidmore states that per Municipal Law a 2% principal payment must be made by 2 years after the closing, he also advised that monies received from the ban can be invested to offset some costs, the Village is looking at \$15,000 in a worst-case scenario. EDU's should be assessed at full capacity to build infrastructure at full capacity, this will need to be done before the first debt is paid. Everything is still on schedule, looking at September of next year to get <del>these documents</del> submitted to DOH, DOS, ARMY CORP, &amp; DEC.</p> <p><b><u>SAMS Grant:</u></b>  Mayor Lennon is confident that now that Elections are over Senator Griffo's office will push ahead on this.</p> <p><b><u>EMS CREST Grant for Ambulance:</u></b>  Mayor Lennon reports that notice has been received from Albany that the Village should soon see the \$17,000.00 reimbursement &amp; then this can be completed and closed out.</p>

<p><b>Committee Reports</b></p>	<p><b><u>CD Loan Committee:</u></b>          CD Loan Committee Chairperson Anthony Canuel reported that there are 9 active and current loans and no in process loans as of October. (See attached report) Chairperson Canuel states his plans of assembling the CD Loan Committee to discuss simplifying the Community Development Loan application. He also hopes to go over the amount currently requiring a mortgage lien. The Committee had previously raised the amount that could be borrowed due to inflation, and it should be appropriate to discuss the mortgage lien limits as well. Mayor Lennon suggests the committee discuss this scenario in terms of renter's vs homeowners as well. Chairperson Canuel suggests borrowers may be able to use something else as collateral in this case. All to be discussed at the next CD Loan Committee meeting.</p> <p><b><u>Community Events Committee:</u></b>          Mayor Lennon reported that the Village Christmas Tree Lighting scheduled for 12/8 in in the final preparations stage. Norwich Business Improvement District has provided tables, tent tops, and small generators. Terry Potter will be doing the sound system. The committee is working through the process of sequencing &amp; parking. Don Anderson had been working with Kelly Banks on delivery of Santa. The School Honor Society will be helping the less able to &amp; from the event. Anthony Canuel suggests that the ramp that goes from street to park by the swings may need a mat as it gets slick when wet. The lighting is scheduled for 6pm with food and festivities kicking off at 530 pm. The village has received support from businesses such as Curits Lumber, Preferred Mutual, NBT Bank. Flyers have been distributed, information is on the Village Facebook Page, and a flyer will have to be placed in the Village kiosk.</p> <p><b><u>Planning Committee:</u></b> did not meet</p>
<p><b>Commissioner Reports</b></p>	<p>Trustee Canuel reported that <del>it has been found</del> a "ring" thermostat will not work in the previously discussed location for the Community Center. A different "Smart thermostat" has been found that will work in that location with the cost of around \$400. Trustee Crawford questions if this will save money. Trustee Canuel states it could be useful in the summer if someone leaves AC on but may not be worth the cost of \$400. After discussion the board decides it best to stay with the current thermostat &amp; continue to physically open &amp; close the community center.</p> <p>Mayor Lennon reported that he has heard from David Kiminski and the camera system will be fully functioning by the month's end.</p> <p>Mayor Lennon lends his thanks to Trustee Canuel for her work on the General Employee Policies Manual. Trustee Canuel cleaned up the EMS Employee Policies Manual as well and will be sending it to Mayor Lennon &amp; Dale Barton to work with.</p> <p>Mayor Lennon reported that The Town of Columbus has selected to go with the Town of Sherburne for this year's EMS contract. This prompted Town of Columbus resident, Bill Larcher to request another meeting with the Board where discussion took place regarding a possible compromise package to be offered to the Village. The Village EMS has taken 22 Calls in Columbus thus far for the year.</p> <p>As reported earlier Richard Baker is on board as the EMS Administrator. Response to DOH on the August Inspection is complete.</p>

	<p>Mayor Lennon is working on securing an estimated \$5,000 in donations from the Loise Mitchell Fund to put towards reimbursement for EMS training, he suggests Fire Chief Don Anderson think about this in regard to his department as well. The County has cleared this and the Village will work under County guidelines.</p>
<p>Old Business</p>	<p><b><u>Change to Law Regarding Vehicles and Traffic Law #3 of 2021:</u></b>        Mayor Lennon reported that the Green Space has been sold to Tom Cole &amp; we need to hear his thoughts on this matter before going further, topic has been tabled for the time.</p> <p><b><u>Lead Service Line Inventory Update:</u></b>        Mayor Lennon reported that the Lead Service Line Inventory was submitted on 10/15. A reported 100 unknowns will have to go back within 30 days. A consultant from the State said the Village's was one of the most complete assessments and the amount of lead is much lower than anticipated.</p> <p><b><u>Spectrum Service Update:</u></b>        Trustee Canuel reported that this project is in limbo awaiting Deputy Mayor Smith to overlook some IT questions.</p> <p><b><u>Camera Update:</u></b>        Already covered in Commissioner Reports</p> <p><b><u>Automation Update:</u></b>        The new laptop for the Clerk is not fully operational as it is experiencing some password issues again.        Computer ER has been to the Village to assess all Technology. Jared Kline &amp; the DPW need a new laptop, Computer ER gave a quote, and comparable prices will need to be researched.</p> <p><b><u>Sale of Village Property on Moss Street:</u></b>        Trustee Canuel reported that she is still researching &amp; all parties are being patient.</p> <p><b><u>Review/update Personnel Policy Manual (General):</u></b>        Trustee Canuel has cleaned up the policies and there are a few open issues that may require another session. Session scheduled for 12/2 @ 6 after proposal to Deputy Mayor Smith who is not able to attend this meeting.        Fire Chief Don Anderson leaves meeting at 7:43 pm</p> <p><b><u>Transition of EMS Coordinator position:</u></b>        Topic has been covered earlier in meeting</p>

<p>New Business</p>	<p><b><u>Resignation of Trustee (Burchill) and Appointment of Interim Trustee:</u></b>  Anthony Canuel leaves meeting at 7:49 pm  Mayor Lennon reported that he was notified that Trustee Josh Burchill will be stepping away from his position to focus on coaching Boys Basketball, thus creating an open trustee position for 4 months. He would like to appoint in the interim, Kelly Banks. The board is in agreement &amp; will take effect December 1<sup>st</sup>.</p> <p><b><u>Solicitation of Bids for Accounting Services:</u></b>  Mayor Lennon reported that there have been only 2-3 companies that expressed interest, but most are currently understaffed. He will be meeting with the County Treasurer to see what to expect in this process. A local Firm from Norwich came to the Village for a meeting to discuss accounting needs, the Firm seems very reasonable &amp; capable. The Solicitation was published, and bids are due on the 19<sup>th</sup> of November. He would like to make this decision by Thanksgiving there may be a need to have a short special meeting to open bids.</p> <p><b><u>Election Notification:</u></b>  Mayor Lennon reported that the Village needs to post Election information by November 18<sup>th</sup> for the March 2025 elections.  Mayor Lennon suggests that the location of said elections be located at the Chobani Community Center and not the Village Office.  Trustee Crawford is in agreeance  Trustee Canuel is also in agreeance  Mayor Lennon will post next week. One volunteer to be an elections inspector has been secured &amp; Kelly Banks was set to be the second, but if she is a Trustee then another will be needed.</p> <p><b><u>Adjustment to ALS Billing Rates:</u></b>  The rate for ALS- 2 needs to be adjusted. Multi Med suggest the Village raised the rate from 1800 to 2100. Multi Med will be notified of this rate change if the Board approves, and they will adjust the billing rates.  Trustee Canuel motions to increase ALS-2 rates  Trustee Crawford Seconds  Mayor Lennon Yes</p> <p><b><u>Change to EMS age limits:</u></b>  In the General &amp; EMS Employee Policy Manuals paid Holidays are stated. Medics receive holiday pay, but drivers do not. Mayor Lennon suggests that it may be a good incentive if the Village offered driver's holiday pay as well and would like to add this adjustment to the policies.  Trustee Crawford motions to add paid holidays to driver  Trustee Canuel second  Mayor Lennon Yes</p> <p>Mayor Lennon reported that the Village is still operating at the age requirement of 21 years for EMS Employee's &amp; Drivers, the County no longer operates at this age requirement and the Village is losing potential employees due to this. Potential employees who are trained, have certifications &amp; will still be required to do a period of ride-alongs before driving. Mayor Lennon asks that the board consider reducing the age requirement from 21 years of age to 18.  He reports that he has checked, and this reduction will not impact the EMS Departments insurance. Drivers regardless of age are required to have ER Vehicle Certification before driving on their own.</p>
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	<p>Trustee Canuel motions to reduce the EMS Departments age requirement from 21 years to 18, with EVOC training. Trustee Crawford Second Mayor Lennon Yes Rick Baker will reach out to April Christian to see if she is a Certified EVOC instructor. Drivers will be required to take the physical EVOC course and will be screeded before releasing to drive on own.</p> <p>Mayor Lennon suggests approving Mike Gordon as Certified BLS Tech to the EMS team. Trustee Canuel makes this motion Trustee Crawford Seconds Mayor Lennon Yes Mayor Lennon adds that Leroy Burlingame is currently running on the EMS Team after his approval.</p> <p><b><u>Repair of Village Clock:</u></b> This topic was covered in the DPW Report While on topic Trustee Canuel reported that she has recently taken a course on capital assets and questions if anyone has seen a list of capital assets for the Village. She plans on creating one this winter and will be doing an inventory on the Village's assets.</p> <p><b><u>Resolution to approve abstracts:</u></b> Resolution 2024-18 Trustee Canuel reads &amp; introduces the resolution Trustee Crawford Seconds Mayor Lennon Yes</p> <p><b><u>Motion to approve Treasurer Reports:</u></b> Trustee Crawford Motions to approve Mayor Lennon Seconds Trustee Canuel Yes</p> <p><b><u>New EMS Administrator R. Baker asks the Board to approve new driver applicants:</u></b> Skylar Bass, Seth Thompson, Rachel Monday Trustee Canuel motions to approve Trustee Crawford Seconds Mayor Lennon Yes</p>
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**8:13 PM meeting adjourned** Dale Barton, Richard Baker, & Jared Kline exit

Trustee Canuel motions to enter executive session

Trustee Crawford seconds the motion

Mayor Lennon Yes

**Executive Session Entered 8:15 PM**

Trustee Canuel motions to executive session

Mayor Lennon Seconds

Trustee Crawford Yes

**Executive Session adjourned at 8:52 PM**